



**COUNTY OF SAN DIEGO**  
Great Government Through the General Management System – Quality, Timeliness, Value  
**DEPARTMENT OF HUMAN RESOURCES**

**CLASS SPECIFICATION**

**CLASSIFIED**

**CAPITAL FINANCE MANAGER**

**Class No. 002447**

**■ CLASSIFICATION PURPOSE**

To manage the County's leasing, debt financing and long and short-term debt servicing program; and to perform related work.

**■ DISTINGUISHING CHARACTERISTICS**

Capital Finance Manager is a financial manager class allocated to the Finance and General Government Group. Under the direction of the Chief Financial Officer or Assistant Chief Financial Officer, the Capital Finance Manager is responsible for managing and coordinating the County's leasing, debt borrowing and servicing activities, and for providing County executives with authoritative analyses and recommendations relative to capital projects, long-term financing and economic conditions.

**■ FUNCTIONS**

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Manages the County's long and short-term debt programs.
2. Analyzes, selects and monitors finance teams including underwriters, Bond Counsel, financial advisors and arbitrage firms.
3. Administers all County obligations and ensures compliance with required bond covenants and Securities and Exchange Commission disclosure requirements.
4. Recommends strategies for borrowing and debt servicing activities to optimize liquidity or savings while mitigating risk.
5. Oversees preparation of official statement relative to the County's credit rating.
6. Analyzes and evaluates a wide variety of financial, accounting and economic data to determine and report the status of County financial activities.
7. Manages the County's Capital Program including subsidiary capital budgets.
8. Oversees budgeting of all required lease payments on outstanding bond issuances.
9. Prepares periodic analysis of the County's fiscal, debt, and economic conditions for presentation to public officials, executives, and members of the financial, investing and banking communities.
10. Assists and advises management and executives when considering long-term financing of capital assets by providing debt service schedules and other necessary payment schedules.
11. Reviews proposals related to the preparation and issue of financing by contractors.
12. Reviews covenants in bond documents, monitors and consults with the Treasurer/Tax Collector regarding trustee's investment activities.
13. Coordinates with County departments for new capital projects to be budgeted in a future year.
14. Coordinates and conducts monthly board meetings with the San Diego County Capital Asset Leasing (SANCAL) Corporation.
15. Reviews, approves, and signs requisition for SANCAL construction funds.

16. Prepares oral presentations and electronic communications for fund managers, rating agencies, and investors on County financial and material events that could affect investing activities.
17. Participates in the pricing of obligations.
18. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Municipal financing techniques and requirements for short-term and long-term financing instruments.
- Federal Security and Exchange Commission regulations, practices, and procedures.
- Economic analysis and forecasting.
- Investment and financial terminologies and techniques.
- Relevant federal, state, and local laws, codes, and regulations related to the financial activities of local government.
- Accounting and auditing principles, methods, and techniques.
- Fundamentals of banking.
- County or local government structure, missions, and goals.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

### Skills and Abilities to:

- Manage, coordinate, and supervise the leasing, debt financing, and long and short-term debt-servicing program for a large agency.
- Interpret complex financial, accounting, and statistical data.
- Prepare and explain financial and debt estimates, proposals and cost financing alternatives to public officials, executives, and members of the financial, investing and banking communities.
- Oversee and ensure compliance with contracts and covenants.
- Prepare executive presentations and reports.
- Establish and maintain cooperative relations with those contacted during the course of work.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A master's degree from an accredited U.S. college or university or foreign studies equivalent in finance or accounting AND five (5) years of experience performing financial and debt analysis for a bank, insurance company, financial lender, investment company, or large municipality, OR
2. A bachelor's degree as described above AND seven (7) years of experience performing financial and debt analysis for a bank, insurance company, financial lender, investment company, or large municipality.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

None Required.

### Working Conditions

Work is performed in an office environment with adequate temperature, ventilation, and lighting. Fieldwork may include visiting businesses and attending off-site meetings.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: September 10, 1999**  
**Reviewed: Spring 2004**  
**Revised: July 9, 2004**